



# EXAMINATION ANNOUNCEMENT

Only Individuals Lawfully Authorized To Work In The  
United States Will Be Hired

**DEPARTMENT:** Department of Industrial Relations

**POSITION TITLE:** Chief, Office of Self Insurance Plans, C.E.A.

**SALARY:** 8,426 - 11,669

**POSITION LOCATION:** Sacramento

**FINAL FILING DATE:** May 15, 2006

## DUTIES/RESPONSIBILITIES:

Under the general direction of the Director of the Department of Industrial Relations, the Chief, Office of Self Insurance Plans, C.E.A. is part of the Director's executive management staff, serves as the Director's representative before the Secretary, Labor and Workforce Development Agency, the Legislature, Legislative staff members and the Board of trustees of the Self Insurer's Security Fund on various Self Insurance Plans policy issues. The incumbent organizes, coordinates and directs the statewide Self Insurance Plans program. This includes developing policy pertaining to private self insurance coverage, private group self insurance coverage and self insured employers' workers' compensation claims.

## Minimum Qualifications:

Applicants must have California State Civil Service status or otherwise qualify for CEA appointment and may be asked to provide additional information.

## Examination Information:

The examination process will consist of an application screening process. The applications will be screened on the basis of background and demonstrated management experience. The appointing power may invite more competitive candidates to an interview. The results of this examination may be used for subsequent vacancies within the next twelve (12) months.

**Desirable Qualifications:**

Knowledge of and experience with workers' compensation law and regulations, self insurance plans and regulations, personnel management, and public administration policy.

Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch.

Knowledge of the principles, practices and trends of public administration, organization and management; methods of administrative problem solving; and principles and practices of policy formation and development.

Ability to perform high level administrative and policy-influencing functions effectively.

All interested applicants should file a standard application (Form 678) and resume describing experience relating to desirable qualifications with the:

Department of Industrial Relations  
Personnel Office, Attn: Terry Stevenson  
P.O. Box 420603  
San Francisco, CA 94142-0603

Or

455 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94102

Prior to the final filing date of May 15, 2006. Applications must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. Questions concerning this examination should be directed to Terry Stevenson at (415) 703-4381 or CALNET 8-593-4381

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS

An Equal Opportunity Employer to all regardless of race color, creed, national origin, ancestry, marital status, disability, religious or political affiliation, age or sexual orientation.